

# SREE NARAYANA GURU COLLEGE OF COMMERCE

Minutes of IQAC Meeting held on 27<sup>th</sup> September, 2019

A meeting of IQAC was held on 27.09.2019 at 11:00 a.m. in IQAC Room and the following members were present for the same.

1. Principal Dr. Ravindran Karathadi	: Chairman
2. Mr. Srichand P. Hinduja	: IQAC Coordinator
3. Shri N. Sasidharan	: Management Representative
4. Prof. Jayasree V	: Teaching Faculty (Aided Section)
5. Mrs. Vandana Gupta	: Teaching Faculty (Aided Section)
6. Mrs. Naveena Suresh	: Teaching Faculty
7. Mrs. Saraswati Nadi	: Teaching Faculty
8. Dr. Sumi Nijith	: Teaching Faculty
9. Mrs. Karishma Kasare	: Teaching Faculty Invitee
10. Mrs. Lakshnichaya Kale	: Teaching Faculty Invitee
11. Ms. Rishita Shukla	: Teaching Faculty Invitee
12. Mrs. Prasadhini Gautam	: Teaching Faculty Invitee
13. Ms. Mamata Meghnani	: Teaching Faculty Invitee
14. Ms. Rosline Swamidasan	: Teaching Faculty Invitee
15. Shri. M.V. Janaradhanan	: Non Teaching Staff Member

The following matters were discussed and decisions were taken.

## ❖ Review of NAAC Peer team visit experience

Members expressed their experience of facing the NAAC Peer Team visit on 16<sup>th</sup> and 17<sup>th</sup> September, 2019. Based on the experience of the visit & rejection of claims by DVV, College has made analysis and has derived certain points to implement in the next 5 years to improve the quality. The following points have been discussed and was decided to present it in the next CDC meeting.

- Applying for applied component course of Finance for B.M.S. program for the year 2020-21.
- Allowing the students of any program with the permission to sit for the same subjects taught in other programs w.e.f. 16.11.2019.
- To startup of some clubs like music, sports etc. with the consultation of Students' Council.
- Research Committee to monitor the activities related to research and publications. It was also decided that research committee will come up with their procedures for making it compulsory for the teachers to proceed with research publications. The teachers will get the reimbursement of fees of participation and duty leave with the approval of IQAC after submission of the certificates and publication copies to IQAC.
- Mrs. Jayasree V. has been given the charge to take care of MoUs related to faculty exchange and students exchange with neighboring colleges by visiting and meeting the authorities of the colleges, it was further decided that Mrs. Karishma Kasare and IQAC Coordinator will be the members for the same.
- Principal Dr. Ravindran Karathadi suggested that faculties presenting papers at various conferences, should present the same in the college also for the guidance of other new teachers and it was decided to keep such sessions from this year.

- To start the practice of inviting gynecologist on regular interval by WDC incharge.
  - It was discussed to make the proposal for installing solar panel on the terrace of new college building and rain water harvesting to be presented in CDC meeting to get approval for the same.
  - Library committee will invite the list of reference books from faculties to be procured in the current year by providing the catalogue of the books. It was further decided to re-shuffle the books and keep in department wise to show as departmental library.
  - Student's welfare cum Scholarship committee will take care of the various scholarships available for the students and see that maximum students are getting benefited out of it.
  - Mrs. Jayasree V will find out some sponsorships from industries under CSR and to encourage the internships of the students in industries by signing MoUs. It was further decided that Mrs. Karishma Kasare will help the Alumni Association to encourage the involvement of alumni in providing job opportunities for the students.
  - To put up the proposal in CDC for the increment of salaries of self-finance teachers and also to frame the policies for the promotions and also to put proposal for timely release of salary for the aided faculties as the practice of management.
  - To start VET certificate courses related to dress designing, mehandi, beautician, stitching, etc., can be started by charging nominal fees from the students by making Ms. Reshma and Ms. Rashida Khan as incharge of the these courses.
  - To conduct the FDP and training sessions for non-teaching staff by IQAC twice in a year. It was further decided that Mrs. Vandana Gupta and Mr. Janaradhanan will be assisting the IQAC for collection of Performance Appraisal forms from teaching and non-teaching staff by 31<sup>st</sup> of March of every year and to check the completion of it.
  - Mrs. Lakshnichaya Kale was informed to prepare the manual on course on human values which will be based on Sree Narayana Guru's teachings to put up in CDC meeting to get the approval of the same and to start in the second half of the academic year 2019-20.
- ❖ **To discuss the preparation of AQAR for 2018-19**  
 Mr. Srichand Hinduja, informed that the College submitted SSR up to the year 2017-18 and the NAAC Peer Team visited College in September, 2019, hence, the accreditation will be from September, 2019 and the academic year 2018-19 will be gap. The portal to submit the AQAR of 2019-20 will be starting only after one year. It was decided to keep the records ready for AQAR 2018-19 with IQAC and if the matter comes to submit the AQAR for 2018-19, it can be submitted without any delay.
- ❖ **Any other matter with the permission of chair.**  
 It was decided to conduct one free seminar on New Education Policy by inviting speakers in second semester.

The meeting was concluded with formal vote of thanks at 1:15 p.m.

PRINCIPAL